

Regional Clearing House For Library Automation

Survey of Bay Area Library Automation

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General Instructions

This survey is intended to collect information concerning the extent of automation in the libraries of the San Francisco Bay Region. It is being sent to all libraries and library cooperatives in the nine-county Bay Area, and its results will be used to assist librarians in making their automation decisions.

Please answer all questions in Section I and, if your library uses automation, the appropriate questions in Sections II through IV.

Your answers should reflect the nature of automation in your library including all its branches. Note: if your library is a branch of a library system that originates outside the region (i.e. state and federal libraries), please answer for your branch alone and do not include information concerning automation that may be in use in branches outside the region.

Library cooperatives should include only information concerning automation that they use in providing services to their members (e.g. generation of a union list of members' holdings) and not information concerning automation in member libraries that is not provided by the cooperative (e.g. a member library's circulation system).

A Definition

Library Automation — For the purpose of this survey, library automation means the use of a computer system to perform one or more functions of the library's normal operation. — "Use of a computer system" includes the use of products produced specifically for your library by an agency or vendor. Examples of library automation:

- Using a computer system designed for a specific library purpose (e.g. acquisition, cataloging, circulation, etc.)
- Access to data bases either through terminals operated by your library or by verbal/written request to an agency having such access.
- Performance of computer system services (e.g. catalog production) by an agency/vendor outside the library (e.g. commercial vendor, city, college computer center, library cooperative, corporate computer, etc.)
- Use of a computer system to perform administrative functions (i.e. payroll, purchasing, etc.) either by or for the library.

Library Automation does not include:

- Audio-Visual equipment
- Purchase of a computer generated commercially available catalog
- Photographic reproduction equipment
- Microform equipment

Section I

General Information (Please complete all questions in this section)

1

Is the address below the correct address for your library? ☐ Yes ☐ No

(Correction Please)

2

Individual completing this form:

Name

Title

Phone

3

The **approximate** size and growth rate of my library's collection is:

(Please complete all appropriate lines)

Present size

Titles

Volumes

Yearly Growth Rate

Titles

Volumes

Monographs

(All bound printed books
not counted as serials,
in issue or microform)

Serials

(All periodically issued
journals, newspapers, and
monographs — if counted as
serials — in issue or micro form)

Technical Reports and Manuals

Present size**Yearly Growth Rate**

Titles

Volumes

Titles

Volumes

Audio-Visual Material

(All phonograph recordings,
8 and 16 mm films, filmstrips,
slides, video and audio tapes)

Other Materials

(Specify)

4

My library is under the administrative control of:

(Please check **one**; if more than one applies, please explain under **Comments** below)

- ☐ a) Federal Government
- ☐ b) State Government
- ☐ c) County Government
- ☐ d) City Government
- ☐ e) Profit Corporation
- ☐ f) Non-Profit Corporation
- ☐ g) Private College/University
- ☐ h) Public College/University
- ☐ i) Community College

☐ j) Other: (Specify)

5

For Interlibrary Communications, my library uses: (Check all applicable methods. For teletype or TWX, please list manufacturer, model number and quantity of each type — if necessary, use **Comments** space).

Manufacturer**Model No.****Quantity**

☐ a) Teletype

☐ b) TWX

☐ c) Telephone

☐ d) Mail

☐ e) Messenger

☐ f) Other:
(Specify)

6

We **do not** presently use automation (as defined) but plan to begin usage in:
(Mark **one** box in this column)

- ☐ a) Less than 1 year
- ☐ b) Between 1 and 2 yrs
- ☐ c) Between 2 and 3 yrs
- ☐ d) Between 3 and 4 yrs
- ☐ e) More than 4 yrs
- ☐ f) No plans to begin usage

7

We **do** presently use automation (as defined) and plan to expand or decrease usage in:
(Mark **one** box in **one** of these columns)

(1) **Expand**

(2) **Decrease**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Less than 1 year |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Between 1 and 2 yrs |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Between 2 and 3 yrs |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Between 3 and 4 yrs |
| <input type="checkbox"/> | <input type="checkbox"/> | e) More than 4 yrs |
| <input type="checkbox"/> | <input type="checkbox"/> | f) No plans to expand
or decrease usage |

If your library **does not now** use automation (i.e. you answered Question 6), please fold this form, staple, and mail — no postage necessary.

Thank you for your time and cooperation.

If your library **now uses** automation (i.e. you answered Question 7), please complete the remainder of this form.

Comments:

Section II

Functions Automated

(Complete this section and Sections III and IV only if your library now uses automation — as defined in the general instructions)

This section is intended to determine which functions your library now performs using automation. Functions have been grouped into eight categories:

- Question 1) **ACQUISITION**
2) **CATALOGING**
3) **UNION LISTS**
4) **INTER-LIBRARY LOAN**
5) **CIRCULATION**
6) **PERIODICALS**
7) **ADMINISTRATION**
8-11) **DATA BASES**

Please check (✓) all the functions in each question that are **now** automated. Note: Answer for your library as a whole, including all branches and collections.

Questions 1 through 5 outline various functions that might be automated for some types of material but not others.

For **each** automated function, check the box or boxes representing the type(s) of materials for which the function is automated. Use the same criteria for material that you used for Section I, Question 3; that is, place material that is not a monograph or a serial into the "other" column.

For example, a library might have access to a data base of monograph citations and might use this access to search for new titles to acquire (Question 1-a) as well as for other functions. Therefore, in this case, only the first box for Question 1-a would be checked (in the column headed "monographs"). On checking to see if the library already holds the title, the librarian might use a union catalog of holdings produced by a computer catalog vendor and containing all types of materials (monographs, periodicals, films, reports, etc.) that the library holds. In Question 1-b, all three boxes would be checked because the union catalog is used to check for holdings during the acquisition of all three kinds of materials.

1

My library uses automation to perform the following **ACQUISITION** functions: (Check all boxes that apply. For serials, check functions that apply to the acquisition of **new titles** only — issue claiming and renewal are covered in question 6.)

(1) Monographs	(2) Serials	(3) Others	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a) Searching for new titles to be acquired
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b) Checking that desired titles are not already held
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c) Checking that desired titles are not already ordered (i.e. they are backordered)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d) Producing orders for materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e) Producing claim/cancel notices for suppliers with backordered materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f) Producing payments to vendors or suppliers of ordered material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g) Encumbrance of budgeted funds for acquisition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h) Producing lists of new acquisitions for users
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i) Periodic statistics on numbers of titles acquired/ordered/backordered
			j) Other acquisition functions (Specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

2

My library uses automation to perform the following **CATALOGING** functions:

(1) Monographs	(2) Serials	(3) Others	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a) Verification that material is not already cataloged
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b) Searching for cataloging data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c) Producing cataloging copy
			d) Types of cataloging copy produced (Answer only if at least one box in "c" above is checked)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catalog Cards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Book Catalog
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microform Catalog
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e) Producing shelf preparation materials (spine labels, book labels, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f) Catalog authority control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g) Producing specialized bibliographies of materials held by your library
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h) Producing statistics regarding numbers of titles cataloged
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i) Producing cataloging cost statistics
			j) Other cataloging functions (Specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

3

My library uses automation to produce a **UNION LIST** of holdings of branches for:

(1) Monographs	(2) Serials	(3) Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4

My library uses automation to perform the following **INTER-LIBRARY LOAN (ILL)** functions:

(1) Monographs	(2) Serials	(3) Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a-f Concern materials that you **borrow** through ILL)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a) Verification of titles to be requested through ILL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b) Locating libraries holding titles to be requested through ILL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c) Communicating ILL requests to libraries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d) Monitoring status of ILL requests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e) Paying for ILL services that your library receives from others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f) Periodic statistics on materials that your library borrows

(g-i Concern materials that you **loan** through ILL)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g) Receiving ILL requests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h) Verifying titles requested of your library through ILL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i) Checking availability of titles requested of your library through ILL

(1) Monographs	(2) Serials	(3) Other	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j) Monitoring the status of loans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k) Billing for ILL services that your library provides to other libraries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l) Periodic statistics on materials that your library loans
			m) Other ILL functions: (Specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

5

The following **CIRCULATION** functions are automated in our library:

(1) Monographs	(2) Serials	(3) Others	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a) Maintaining records of users borrowing materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b) Identification of circulating materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c) Placing holds on circulating materials for users
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d) Notifying users of the status of their holds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e) Notifying users of overdue materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f) Computing fines for overdue materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g) Billing users for overdue materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h) Producing periodic statistics summarizing circulation activity

5

(1) Monographs	(2) Serials	(3) Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i) Producing circulation cost statistics

j) Other circulation activities (Specify)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

In Questions 6 and 7, check those boxes next to functions only if those functions are automated (As defined in the general instructions).

6

My library uses automation to perform the following functions unique to **PERIODICALS**:

- ☐ a) Claiming of late periodical issues
- ☐ b) Cancelling of periodical subscriptions
- ☐ c) Renewal of periodical subscriptions
- ☐ d) Controlling periodical binding operations
- ☐ e) Routing of periodicals to specified users
- ☐ f) Producing periodical cost statistics (other than those for cataloging, acquisition, and circulation given in Section I, Questions 1, 2, and 5)
- ☐ g) Checking-in of periodical issues
- ☐ h) Paying for existing periodical subscriptions
- ☐ i) Other periodicals-oriented functions (Specify)

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Comments:

7

The following **ADMINISTRATION** functions are performed in (or for) my library using automation:

- ☐ **a)** Maintenance of payroll records
- ☐ **b)** Production of payroll checks
- ☐ **c)** Maintenance of personnel records
- ☐ **d)** Production of personnel statistics
- ☐ **e)** Recording of money owed for purchases (accounts payable)
- ☐ **f)** Recording of money owed to the library (accounts receivable)
- ☐ **g)** Ordering of support materials (i.e. forms, capital equipment, etc.)
- ☐ **h)** Payment for support materials received (production of checks for suppliers)
- ☐ **i)** Periodic production of statistics on support materials expenditures
- ☐ **j)** Other administrative functions
(Specify)
- ☐ _____
- ☐ _____

Comments:

In Questions 8 and 9, please indicate whether any data base services that you provide to users come from bibliographic (i.e. containing citations for printed material) and/or non-bibliographic data bases by placing a check in the box(es) in the appropriate column(s). (Note a non-bibliographic data base is one that does **not** contain citations for printed material. For example, a data base of stock quotations would be non-bibliographic.)

8

My library operates and maintains its own **DATA BASE**.

- ☐ **(1) Bibliographic**
- ☐ **(2) Non-Bibliographic**

Comments:

9

The following data base services (from either bibliographic or non-bibliographic or both) are provided to users of our library:

(1) Bibliographic	(2) Non-Bibliographic	
<input type="checkbox"/>	<input type="checkbox"/>	a) On request, one-time searches of current data bases
<input type="checkbox"/>	<input type="checkbox"/>	b) On request, one-time searches of retrospective data bases
<input type="checkbox"/>	<input type="checkbox"/>	c) Periodic, on-going searches of current data bases for specified users
<input type="checkbox"/>	<input type="checkbox"/>	d) Producing printed citations resulting from data base services
<input type="checkbox"/>	<input type="checkbox"/>	e) Billing for data base services
<input type="checkbox"/>	<input type="checkbox"/>	f) Production of statistics regarding data base usage activity
<input type="checkbox"/>	<input type="checkbox"/>	g) Production of statistics regarding data base service costs
		h) Other data base services (Specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

10

My library provides **Bibliographic Data Base** services to users through the following vendors:

<input type="checkbox"/>	a) Bibnet®
<input type="checkbox"/>	b) Lockheed (DIALOG)®
<input type="checkbox"/>	c) National Library of Medicine
<input type="checkbox"/>	d) System Development Corporation (ORBIT)®
<input type="checkbox"/>	e) New York Times
	f) Other commercial bibliographic data base vendors (Specify)
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Comments:

11

My library provides access for its users to the following **Bibliographic Data Bases** :
(Check all data bases accessed, **but not** those that you access through vendors noted above)

- | | |
|---|---|
| <input type="checkbox"/> a) ABI / INFORM (Business) | <input type="checkbox"/> o) Funk and Scott (Business) |
| <input type="checkbox"/> b) Abstracts of Instructional Material | <input type="checkbox"/> p) INSPEC |
| <input type="checkbox"/> c) Abstracts of Research Material | <input type="checkbox"/> q) LEXUS (Law) |
| <input type="checkbox"/> d) BIOSIS Bioscience Information Service) | <input type="checkbox"/> r) LIBCON/E/F/S |
| <input type="checkbox"/> e) CAIN (Agriculture) | <input type="checkbox"/> s) NTIS (Technical) |
| <input type="checkbox"/> f) CHEMCON | <input type="checkbox"/> t) Psychological Abstracts |
| <input type="checkbox"/> h) Chemical Abstracts Condensates | <input type="checkbox"/> u) Social Science Citation Index |
| <input type="checkbox"/> i) Chemical Market Abstracts | <input type="checkbox"/> v) Other Data Bases Accessed (but not through |
| <input type="checkbox"/> j) CHEM 7071 | vendors noted in Question 10): |
| <input type="checkbox"/> k) CLAIMS® (Chemical) | (Specify) |
| <input type="checkbox"/> l) COMPENDEX | <input type="checkbox"/> _____ |
| <input type="checkbox"/> m) Electronic Markets Abstracts | <input type="checkbox"/> _____ |
| <input type="checkbox"/> n) ERIC (Education) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> o) Exceptional Children Abstracts | <input type="checkbox"/> _____ |

Comments:

Section III

Equipment Used

This section is intended to determine the equipment and/or vendors your library uses to perform those functions indicated in Section II.

Please check all appropriate boxes and supply requested information.

1

The computer system(s) that my library uses to perform the functions outlines in Section II is (are) operated by (Please check all that apply):

- ☐ a) My library (Library owns and houses its own computer system)

Name of Computer System(s)

Manufacturer

- ☐ b) The Library Cooperative to which my Library belongs

Name of Library Cooperative

- ☐ c) The jurisdiction noted in Section I, Question 4, Page 3

- ☐ d) The Vendor(s) noted in Section II, Question 10, Page 11

- ☐ e) Auto-Graphics Corporation

- ☐ f) Ballots Project

- ☐ g) Blackwell Corporation

- ☐ h) California State Library

- ☐ i) General Research Corporation

- ☐ j) Ohio College Library Center (OCLC)

- ☐ k) Science Press

- ☐ l) University-wide Library Automation Program (ULAP)

m) Others (Specify)

- ☐ _____

- ☐ _____

Comments:

2

Please list manufacturer, model number and quantity of computer terminals your library uses to access data bases or perform other functions listed in Section II. Include **only** terminals located in your library or operated by library personnel.

- ☐ a) Check here if Teletype/TWX equipment listed in Section I are used as computer terminals. (You need not list them again.)

Manufacturer	Model No.	Quantity
_____	_____	_____
_____	_____	_____

Comments:

3

Communications with computers that carry out functions listed in Section II is by means of (Check all that apply):

- ☐ a) Mail
- ☐ b) Dial up, Bell System telephone line
- ☐ c) Leased, Bell System telephone line
- ☐ d) Internal tie line (telephone)
- ☐ e) Direct hook-up to computer
- ☐ f) TYMNET
- ☐ g) TELENET
- ☐ h) Teletype Network
- ☐ i) ARPANET
- ☐ j) Other Communications Network (Specify)
Name: _____
- ☐ k) Other Communications Means: (Specify)
Name: _____

Comments:

Section IV

Clearinghouse Participation

The Regional Clearinghouse for Library Automation is intended to disseminate information concerning library automation to librarians who may be considering automation for their own operation. Please answer the following questions regarding the dissemination of the information that you have provided.

1

May we disseminate the information you have provided in the questionnaire?

- ☐ **a)** Yes
- ☐ **b)** No

2

May librarians contact someone in your library for further information concerning your automation experience?

- ☐ **a)** Yes, contact person filling out questionnaire
- ☐ **b)** Yes, Contact:

Name of contact person _____

Title _____

Phone Number _____

- ☐ **c)** No

Comments:

Please fold and staple form, and drop in mailbox. No postage necessary.

Thank you for your time and cooperation

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